
Bury College Strategies, Policy, and Procedures

Document Information

Subcontracting Contingency Plan 2025-2026

Bury Subcontracting Contingency Plan

The management of subcontractor performance is based on level of approval and risk status. Performance is continually monitored, reviewed, and evaluated to support corrective, preventative, and improvement actions. This includes contingency planning to mitigate potential disruption to learners. Where underperformance is identified it will be addressed through measured and targeted action plans, supported by development interventions from Bury College. We operate in partnership with subcontractors in a spirit of transparency, collaboration, and shared responsibility.

Appointing and Annual Review of subcontractors - Due Diligence Process

The first stage in establishing the partnership is the completion of a rigorous Due Diligence process. The due diligence process includes but is not limited to:

- Financial standing
- Safeguarding and Prevent arrangements
- Quality assurance systems
- Staff qualifications
- Delivery capacity
- Compliance with DfE funding rules

The Subcontracting team will fully support the partner to complete this process. Partners will be asked to refresh their Due Diligence on an annual basis.

Bury College reserves the right to decline or terminate subcontracting arrangements where due diligence indicates an unacceptable level of risk.

Monitoring of Subcontractors

Bury College is committed to ensuring sub-contracting partners are able to deliver quality provision which leads to positive outcomes for students. Subcontractor delivery is subject to robust oversight by Bury College which includes, but is not limited to:

- Scheduled quality assurance visits
- Observation of Teaching, Learning & Assessment carried out by Bury College staff
- Review of Safeguarding arrangements
- Review of learner feedback, progress, and outcomes

The College advocates and promotes a rigorous self-assessment model and will require evidence of self-assessment in partner institutions that leads to operational and strategic improvement in provision.

Termination of the Subcontract

The Subcontracting Contract includes clauses relating to Termination of the Contract. The Collaborator must cooperate fully with Bury College to ensure that there is continuity of learning if the subcontract ends for any reason. The Collaborator must provide complete and up-to-date employer contact details and all records that support an efficient transition, including learner portfolios, progress records, portfolio's, evidence of achievements and individual learning plans, will be made available to the College for each learner on programme within one week of a subcontract end.

If for any reason, financial or otherwise, a subcontractor is unable to continue delivery either

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temporarily or permanently, or the Contract is terminated under the terms of the Contract; the College will work with the subcontractor to ensure the continuity of delivery for enrolled learners appropriate to the circumstances. Bury College will undertake direct management and delivery of the remainder of the agreed provision already being delivered.

The delivery will continue through one of three methods:

1. Directly delivered by Bury College's own existing staff, resources, and expertise.
2. Bury College retaining the existing structure of the subcontractor's delivery, and in the case of liquidation or administration retaining any tutor expertise, specialist equipment, resource needed to aid the completion of the existing learners on programme.
3. Transfer of delivery to an alternative subcontractor.

The decision will be based on a review of viability, ensuring the best chance for the existing learners to complete their programmes and cost-effectiveness. Any provision that has been planned but not started will be cancelled and on the completion of the existing learners, the learning programme closed.

Management of Learner Transition

In the event of the Termination of a Subcontract, the Subcontracting Management Group will lead a working group to manage the transition of learners and ensure continuation of delivery of the learning programme. The group will consist of the following key members of staff:

- Deputy Principal - Curriculum & Quality
- Vice Principal - Finance & Corporate Resources
- Assistant Principal Personal Development
- Director of Quality
- Planning and Funding Manager
- Student Information Manager

Subcontracted Learner Records

Bury College hold all original paperwork at the point of enrolment for each learner. This includes the Enrolment Form, Initial Assessments, Individual Learning Plans and Reviews. All learners employer and personal contract information is held centrally and are identified on ProSolution using the subcontractors UKPRN. This will allow efficient communication with individual learners and employers, should the subcontract be terminated.

Review and Publication of Subcontracting Contingency Plan

This Contingency Plan is reviewed annually by the Subcontracting Management Group and updated as needed to reflect changes in risk, DfE policy, or internal procedures.

The plan is published on the College website and available to all subcontractors, learners, and stakeholders upon request.